

# Commonwealth of Virginia

Serving the people of:  
**Floyd County**  
**Giles County**  
**Montgomery County**  
**Pulaski County**  
**Radford City**



**New River Health District**  
**Environmental Health Division**

## TEMPORARY EVENT APPLICATION PACKET

A “TEMPORARY FOOD ESTABLISHMENT” IS ANY FOOD FACILITY THAT OPERATES AT A FIXED LOCATION FOR A PERIOD OF TIME OF NOT MORE THAN 14 CONSECUTIVE DAYS IN CONJUNCTION WITH A SINGLE EVENT OR CELEBRATION.

**If you have questions concerning temporary events or need further assistance, please contact the local Health Department where the event will be held**

### **Floyd County Health Department**

123 Parkview Rd. SE  
Floyd, VA 24091  
Phone: (540) 745-2142  
Fax: (540) 745-4929

### **Pulaski County Environmental Health Department**

143 3rd Street NW - Suite 4  
Pulaski, VA 24301  
Phone: (540) 440-2166  
Fax: (540) 994-5039

### **Giles County Health Department**

120 North Main Street  
Pearisburg, VA 24134  
Phone: (540) 235-3135  
Fax: (540) 921-1335

### **Radford City Health Department**

212 Third Avenue  
Radford, VA 24141  
Phone: (540) 267-8255  
Fax: (540) 831-6109

### **Montgomery County Environmental Health Department ~**

#### **Disrtict Headquarters**

210 S. Pepper St. Suite A  
Christiansburg, VA 24073  
Phone: (540) 585-3300  
Fax: (540) 381-7109

### **Enclosed:**

- Event Coordinator Form/Checklist
- Application for a Temporary Food Establishment Permit (one application needed per vendor)
- Temporary restaurant checklist/self inspection (one checklist needed per vendor-to take to event)

These temporary restaurant forms and additional information can also be obtained from our district web site at [www.vdh.state.va.us/lhd/newriver](http://www.vdh.state.va.us/lhd/newriver)

**NEW RIVER HEALTH DISTRICT**  
*APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT*

PERMIT FEE: \$40 PER YEAR [EFFECTIVE JULY 1, 2011]

***Health Department Use*** Date Application received \_\_\_\_\_

Fee submitted with application?  Yes  No    Cash \_\_\_\_\_    Check number \_\_\_\_\_

Receipt submitted with application?  Yes  No    Receipt number \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

DATE(S) OF OPERATION: \_\_\_\_\_ TIMES: \_\_\_\_\_ TO \_\_\_\_\_

NAME OF VENDOR/ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

FACILITY TYPE:     Building on site     Mobile unit     Push cart     Stand  
 Tent     Trailer     Other \_\_\_\_\_

Note: If set up is on dirt or gravel, it must be covered with mats, duckboards, platforms or other approved materials to control dust and mud. All food preparation, service, display and storage areas must have an approved overhead covering.

RUNNING WATER AVAILABLE?     Hot     Cold     None

<b>DESCRIBE HAND WASHING METHODS</b>  [EX. SOAP, WATER, TOWELS, BASIN]	
<b>DESCRIBE METHOD OF CLEANING AND SANITIZING UTENSILS</b>  [DESCRIBE SANITIZER TO BE USED]	
<b>LIST ALL COOKING EQUIPMENT</b> [GRILL, DEEP FAT FRYER, HOTPLATE, ETC. INCLUDE GAS, ELECTRIC 110 OR 220 VOLTS]	
<b>LIST HOT AND COLD HOLDING METHODS</b> [EX. COOLERS, STEAM TABLE, ICE]	



**\*FOOD VENDORS\* Please review and take this checklist to the event**

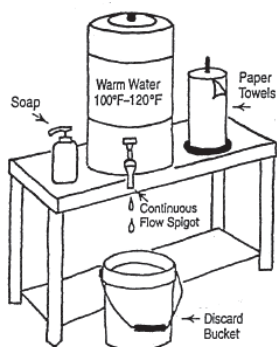
**TEMPORARY RESTAURANT CHECKLIST / SELF INSPECTION**

**Permit** 1. Checklist reviewed with all individuals working at the food booth. 2. Temporary Restaurant Permit POSTED where it is visible to the public.

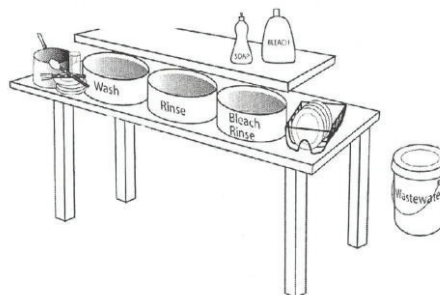
**Site Location & Construction:** 1. Convenient to toilets. 2. Covered trash containers. 3. Facility (booth) to be arranged or constructed to protect foods, utensils & equipment from flies, dust and other contamination (screens, roof or tarp covering and no exposed dirt or gravel floors.) 4. Approved water source. 5. Placement of grills and fryers in accordance with fire codes.

**Food Workers:** 1. No ill workers. 2. No handling of ready-to-eat foods with bare hands-disposable gloves, spatulas, tongs, etc. provided. 3. No eating, drinking or smoking inside food booth. 4. Clean outer clothing (i.e. aprons) and hair adequately held back. → **HANDS WASHED FREQUENTLY**

**Hand washing:** 1. Soap dispenser, paper towels and waste bucket provided. 2. Access to sink with running hot and cold water **OR** hand wash station detailed below. 3. Five gallon container filled with warm water provided. Has continuous flow spigot so that both hands can be washed at the same time.



**SAMPLE HAND WASH STATION**



**SAMPLE DISHWASHING SET-UP**

**Dishwashing – 3 Step Procedure:** Three compartment sink with **hot and cold** running water **OR** 3 large containers. Each container pre-set to: wash, rinse, then sanitize (for bleach sanitizing rinse, use one teaspoon of bleach for every gallon of water) - air dry. **WASTE WATER DUMPED INTO AN APPROVED SEWER SYSTEM OR WASTE RETENTION TANK- NOT ON THE GROUND.**

**Wiping cloths:** Clean and stored between use in a bucket of sanitizer such as bleach. Test kit provided for monitoring sanitizer strength for wiping cloths and sanitizing rinse described above. For bleach, 50-100 PPM.

**Food Source :** 1. No foods prepared at home. 2. Foods from an approved source and prepared fresh on site **OR** foods prepared at a health department approved food facility, then covered and transported to the site while maintaining temperature control.

**Foods Subject to Spoilage:** 1. **Cold** perishable foods held at or below **41°F**. **Hot** perishable foods held at or above **135°F**. 2. Thermometers available to monitor food and refrigerator/cooler temperatures. 3. Minimum cook temperatures: pork 145 °F, hamburgers 155 °F, chicken 165 °F. 4. Adequate coolers, refrigerators, etc. to maintain product temperatures during purchase, transportation, service. 5. Foods thawed in refrigerator or cold ice chest, not at room temperature.

**Food Protection & Service:** 1. Self-serve condiments in dispensers or individual packets. 2. Foods on display covered or protected behind sneeze shields or individually wrapped. 2. Ice dispensed using scoop with handle 3. Foods covered and protected from flies, dust, animals, etc. 4. Foods, beverages, utensils and single service items stored up off the ground at least six (6) inches.